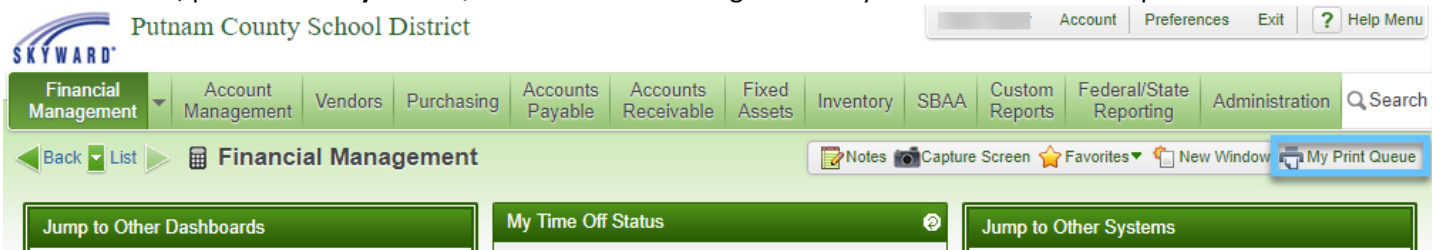


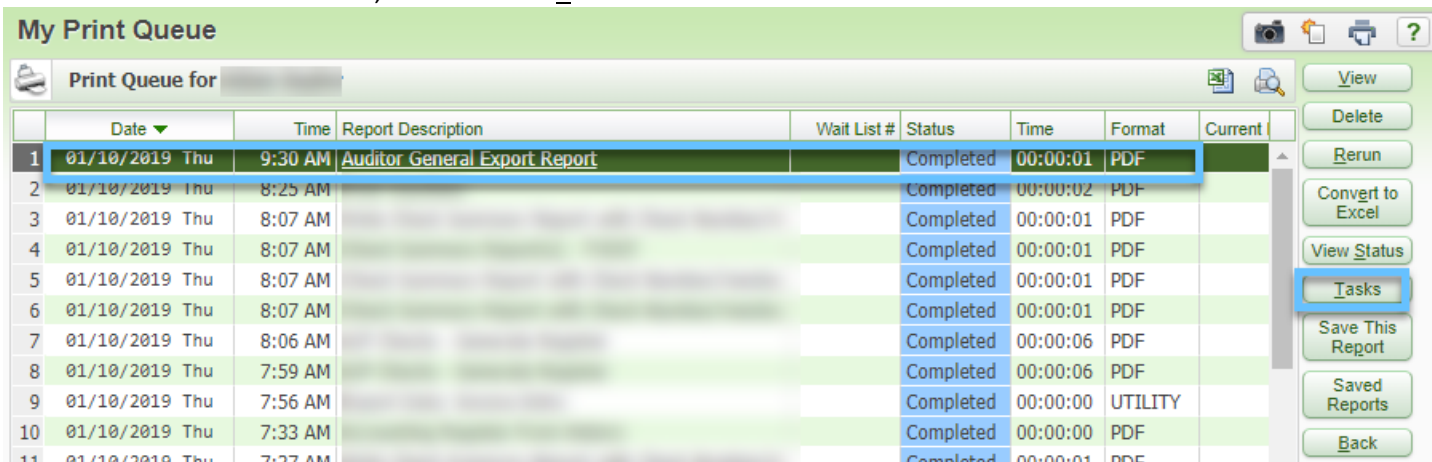


## Schedule Task

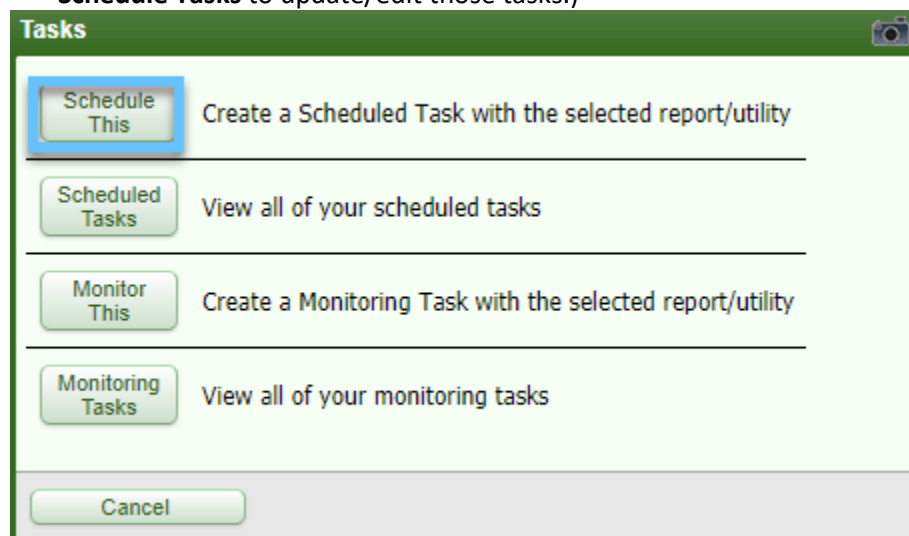
1. In the web, please click **My Print Queue** located on the right side of your screen near the top.



2. Select the item to schedule, then click the **Tasks** button.



3. Click **Schedule This**. (\*\*\*\*\*Please note\*\*\*\*\* If you need to update a previous scheduled task, please select **Schedule Tasks** to update/edit those tasks.)





4. After setting the scheduled tasks parameters, please click the **Save** button. The report is now scheduled.

**Scheduled Task Maintenance**

**Task Information**

Task Status: ☒ Active ☐ Inactive Entity:

\* Task Description: Auditor General Export Report

Task cannot be synchronized because there is no associated template. [?]

\* Start Date: 01/10/2019 Thursday \* Start Time: 02:00 AM

\* End Date: 12/31/2999 Tuesday

**Days of the Week**

☒ Mon ☒ Tue ☒ Wed ☒ Thur ☒ Fri ☒ Sat ☒ Sun

Occurrences of the Day in the Month (1-5)

Specific Day of the Month (1-31)  Specific Day of the Month (1-31)

Weeks of the Month (1-6)

**Months of the Year**

☒ January ☒ February ☒ March ☒ April ☒ May ☒ June

☒ July ☒ August ☒ September ☒ October ☒ November ☒ December

**Additional Export Options**

Spreadsheet Format: User Preference [?]

Spreadsheet Format will only apply to reports that produce spreadsheets

Email Results To:

☐ Do Not Require Users to Log in to View Results From This Task [?]

Export Location:  [?]

Test Export Location

**Task Manager**

☒ Add to Notifications widget in SkyPort when completed.

User Selection:

Add

Selected Names: SAYLEAD000 - SAYLER ADAM C

Remove

Remove All

**FTP - Upload the Results File to the Selected FTP Connection**

FTP Connection:  Clear

**Save**

**Back**

Skyward will create a **Task Description** by default. You can change this if you need.

This will schedule the report to run at 2 am on the night it is schedule. If needed, this can be changed.

**Days of the week:** Determine what day you need the report to run.

**Drop Down Box Options:** This is where you can really determine exactly when you need/want the report to run. In this example, I want the report to run on the 1st of the month at 2 am. The drop down box will also allow you to select specific Weeks of the Month or Occurrence of the Day in the Month.

**Months of the Year:** By default, Skyward will schedule the report to run each month. Change if needed.

**Email Results To:** Place email addresses for intended recipients in this box and separate the names with a semi-colon.

If you want the recipients to also have a notification on their Skyward homepage when they sign into Skyward, then enter that name here. Click the **Add** button for each person required.